

Retention and Classification Report

Agency: Lewiston (Utah) (588)

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Lewiston, UT 84320
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Records Officer Julie Bergeson

80217 Council minutes
82283 Detailed general ledgers

AGENCY: Lewiston (Utah)

SERIES: 80217

3

TITLE: Council minutes

DATES: 1904-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

They are the official record of the proceedings of regularly scheduled, special, and emergency city council meetings. They include the date, time, and place of meetings, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action filed.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed and then MICROFILM AND MAINTAIN ORIGINAL PERMANENTLY..

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Lewiston (Utah)

SERIES: 80217

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Lewiston (Utah)

SERIES: 82283

3

TITLE: Detailed general ledgers

DATES: 1978-

ARRANGEMENT: Numerical by account number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1985

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Public